

**TRAVEL REIMBURSEMENT GUIDELINES
FOR SPECIAL COUNSEL/CONSULTANTS**
Office of the Attorney General of Virginia

All travel must be conducted in accordance with STATE TRAVEL REGULATIONS published by the Department of Accounts and found at:

http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Topics/20335-2014.pdf

Please pay close attention to the following items of interest to special counsel:

GENERAL:

- Please refer to your appointment letter to determine whether approval is required prior to incurring certain travel expenses. All travel must be pre-approved when it is expected to exceed \$500.
- Travel-related fees and expenses will be reimbursed for travel mileage only when the attorney's travel exceeds 50 miles round trip, and will be reimbursed only if itemized with receipts or appropriate documentation in accordance with travel guidelines.
- Please refer to your appointment letter to determine whether compensation is available for attorney time while traveling on behalf of the Commonwealth.
- Travelers should exercise prudent judgment to ensure that travel expenses are incurred in an efficient manner, e.g. carpooling is considered – lower-cost options are preferred. All travel expense documents are open to the public and must be able to sustain the test of public review. The use of state funds to accommodate personal comfort, convenience, and taste is not permitted.

MILEAGE:

- Mileage reimbursements are set at the current IRS rate. Effective 01/01/2015, the IRS rate is \$.575 per mile. Please refer to the following site for updates to this rate or to obtain prior year rates:
[Standard Mileage Rates for 2015](#)
- Show the date of travel, traveler's name, reason for travel, points of travel, distance traveled, and mileage rate used for calculation.

RECEIPTS:

- All receipts must be itemized.
- Each day's expenses must be shown separately.
- Receipts are required for shuttle, taxi, parking, and/or tolls which exceed \$20.
- If online methods are used to procure air and/or rail services, e-receipts and boarding passes are required for reimbursement. The travel must have prior approval by the supervising attorney.
- Fees to arrange travel will not be reimbursed.

LODGING:

- Lodging may be reimbursed when traveling overnight on official business.
- Lodging expense guidelines for in-state and selected out-of-state cities are provided in the *per diem* calculator at: <http://www.vccs.edu/services/perdiem>
- Reimbursement for lodging is limited to actual expenses incurred up to the guideline amount, plus hotel taxes and surcharges. You must include the original itemized receipt.

MEALS & INCIDENTAL EXPENSES (“M&IE”):

- M&IE are reimbursed for OVERNIGHT official travel.
- All receipts must show the date and detail of the meals, purchase, or service.
- Reimbursement for M&IE is limited to actual expenses incurred up to the M&IE guideline, and will only be made for purchases which are submitted with valid receipts.
- The M&IE *per diem* must correspond to the location specified for the overnight lodging. The *per diem* calculator will compute this for you: <http://www.vccs.edu/services/perdiem>
- On a travel departure and return day, 75% of the meal *per diems* are reimbursable and the *per diem* calculator will compute this for you.
- When meals are provided at no cost in conjunction with travel, the M&IE *per diem* must be reduced by the amount of applicable meal in the M&IE Rate Table. Meals provided must be noted, i.e., “lunch provided 3/19/08.”

Effective 08/30/13